



**Terms and Conditions
for the Hire of
Weston Village Hall**

1. Introduction

These terms and conditions (“Agreement”) govern the hire of Weston village hall (“the Hall”) and its facilities by individuals, organisations, or groups (“the Hirer”). By signing the booking form or remitting payment, the Hirer agrees to be bound by these terms.

2. Booking and Payment

- 2.1 Booking Procedure: All bookings must be made using the official booking form or online booking system, providing accurate details of the event, expected attendance, and requirements. Provisional bookings will be held for up to 7 days pending receipt of the completed form and payment.
- 2.2 Deposit: A non-refundable deposit of 50% of the total hire charge is required to confirm the booking. The deposit must be received within 7 days of the provisional booking.
- 2.3 Balance: The full balance is due no later than 14 days. Failure to pay the balance may result in the cancellation of the booking and forfeiture of the deposit.
- 2.4 Payment Method: Preferred payment method is bank transfer.

3. Cancellation Policy

- 3.1 Cancellation by Hirer: Cancellations must be made in writing, including email. If cancelled more than 28 days before the event, only the deposit is forfeited. If cancelled 14–28 days before the event, 50% of the hire charge will be retained. For cancellations less than 14 days before the event, the full hire charge is payable.
- 3.2 Cancellation by the Hall: The Hall reserves the right to cancel the booking in the event of unforeseen circumstances, including but not limited to emergency repairs or local authority instructions. In such cases, the Hirer will receive a full refund of all monies paid. The Hall will not be liable for any other costs incurred by the Hirer.

4. Use of Facilities

- 4.1 Permitted Use: The Hall may be used only for the purposes and at the times stated in the booking form. The Hirer shall not sub-let or permit the Hall to be used for any unlawful or unauthorised purpose.
- 4.2 Access: Access to the Hall is permitted only during the agreed hire period. The Hirer must ensure the Hall is vacated promptly at the end of this period.
- 4.3 Capacity: The maximum number of people permitted in the Hall is **120**. Exceeding this number will result in immediate termination of the event.
- 4.4 Equipment: Use of the Hall's furniture and equipment is included unless otherwise stated. Any additional equipment must be agreed in advance. Tables and chairs need to be returned to the storeroom after use and replaced according to instructions.
- 4.5 Decorations: Decorations are permitted provided they do not cause damage. No nails, tacks, adhesives, or tape are to be used on walls, flooring or fittings. All decorations must be removed after the event.

5. Health, Safety, and Security

- 5.1 Fire Safety: The Hirer is responsible for familiarising themselves with fire exits and evacuation procedures. Fire exits must be kept clear at all times. No candles or naked flames are permitted.
- 5.2 Smoking: The Hall operates a strict no-smoking policy within the building in line with legislation.
- 5.3 Food and Drink: If the Hirer intends to serve food or drink, they are responsible for complying with relevant food hygiene regulations. The kitchen and all appliances must be left clean and tidy.
- 5.4 Alcohol: If alcohol is to be sold, it is the hirers responsibility to obtain the appropriate license and to provide evidence if required.
- 5.5 Security: The Hirer is responsible for the security of the Hall during the hire period, including ensuring that all doors and windows are secured on departure.

6. Conduct and Supervision

- 6.1 Supervision: The Hirer must be present or represented at all times during the hire period and is responsible for the conduct of all attendees, including children and vulnerable adults.
- 6.2 Noise: The Hirer is required to ensure that noise levels are kept within reasonable limits, especially during evening events, to prevent disturbance to neighbouring residents. Please be aware that all music should cease at 11:30 p.m.
- 6.3 Behaviour: Abusive, violent, or unlawful behaviour will result in immediate termination of the hire. The Hall reserves the right to call the authorities if deemed necessary.

7. Cleaning and Maintenance

- 7.1 Cleanliness: The Hirer is responsible for leaving the Hall and its facilities in a clean and tidy condition. All rubbish must be removed and disposed of appropriately.
- 7.2 Damage: Any damage to the Hall, its fixtures, fittings, or equipment, whether accidental or deliberate, must be reported immediately. The Hirer is liable for all repair or replacement costs arising from such damage.
- 7.3 Inspection: The Hall reserves the right to inspect the premises before, during, or after the hire period.

8. Liability and Insurance

- 8.1 Public Liability: The Hall maintains public liability insurance for its own protection and those using the halls that are not businesses. Commercial hirers would be expected to have their own PL insurance and provide evidence thereof is requested, to cover their own activities, guests, and equipment.
- 8.2 Loss or Damage: The Hall accepts no responsibility for loss of, or damage to, personal property brought onto the premises by the Hirer or their guests.
- 8.3 Indemnity: The Hirer agrees to indemnify and keep indemnified the Hall and its management from and against all claims, actions, proceedings, or costs arising from the Hirer's use of the Hall.
- Risk assessments should be completed for all activities. These should be made available to the committee if requested.

9. Safeguarding

- 9.1 Children and Vulnerable Adults: There must be adequate supervision provided at events involving children and/or vulnerable adults. Safeguarding legislation must be complied with at all times. The Hirer must provide details of safeguarding arrangements upon request.

10. Parking and Accessibility

- 10.1 Parking: Parking is available as specified at the time of booking. The Hall accepts no responsibility for vehicles parked on or near the premises.
- 10.2 Accessibility: The Hall aims to provide facilities accessible to all. The Hirer should discuss any special requirements at the time of booking to ensure necessary accommodations are made.
- Please ensure both gates to the car park are opened when the hall is in use.

11. Data Protection

- 11.1 Privacy: All personal information supplied by the Hirer will be processed in accordance with applicable data protection legislation and used only for the purpose of managing the booking.

12. General Provisions

- 12.1 Amendment: The Hall reserves the right to amend these terms and conditions at any time. Any changes will be communicated to existing bookings as soon as practicable.
- 12.2 Disputes: Any disputes arising under this Agreement shall be resolved in accordance with English law and subject to the jurisdiction of the relevant courts.
- 12.3 Severability: If any part of this Agreement is found to be invalid or unenforceable, the remainder shall continue in full force and effect.

13. Acceptance

By confirming the booking or remitting any payment, the Hirer acknowledges that they have read, understood, and agree to comply with these terms and conditions. Failure to adhere to these terms may result in loss of deposit, termination of hire, or refusal of future bookings.

For queries, clarifications, or special requests, please contact the Hall's management committee at the details provided on the booking form.

End of Terms and Conditions